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AN ORDINANCE OF THE TOWN OF DAVIE, FLORIDA, CONCERNING UNIFORM POLICY CONCERNING ADVISORY BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Davie desires to have a uniform policy concerning the Town's Advisory Boards and Committees; and

WHEREAS, it is believed that this uniform policy concerning Advisory Boards and Committees should be set forth in one location in the Town Code; and

WHEREAS, notice of this Ordinance concerning Advisory Boards and Committees was given and publication made as required by law, and a public hearing thereunder was held on the date of the adoption of the Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. Nothing contained in this Ordinance shall contradict or supercede the substance of any provision contained in the Town Charter as concerns Advisory Boards and Committees. In the event of a conflict between this Ordinance and the Town Charter, the Town Charter controls.

SECTION 2. The Town Charter provisions as pertain to the Planning and Zoning Board also pertain to the Local Planning Agency, and a person who is a member of the Planning and Zoning Board is simultaneously a member of the Local Planning Agency.

SECTION 3. Unless stated differently in the Ordinance or Resolution which creates an Advisory Board or Committee, for all Advisory Boards and Committees:

I. Intent and Definitions.

A. General Intent. This ordinance is intended to consolidate and define the authority and rules of operation for all Citizen Advisory Boards and/or Committees in the Town of Davie.

B. Boards Excluded: This ordinance does not apply to any Town Employee Pension Boards. Nor does it apply to Boards, not specifically mentioned in the Ordinance, which are entirely or predominantly composed of Town Staff.

C. Boards Abolished: Youth Advisory Committee - Functions and members are to be combined with the Parks and Recreation Advisory Board.

D. Nothing in this Ordinance prohibits civic groups or groups of residents from meeting in Town Facilities in an unofficial capacity and giving advice to Davie Town government. The Town of Davie shall have a policy of fostering and encouraging citizen participation in the process of government.

E. Definitions. The following terms are defined for use in this Ordinance:

1. **Citizen Advisory Board:** Boards composed entirely or primarily of Citizens appointed by the Town Council, to provide advice to the Davie Town Council, including both Regular Citizen Advisory Boards and Citizen Advisory Boards with Limited Terms of Existence.

2. **Board Member:** A Member of a Citizen Advisory Board.

3. **Sunset:** The time at which a Citizen Advisory Board ceases to exist and all Board Members are discharged from further duties.

4. **Town Council:** Includes the Mayor and other elected Town Council Members.

I. Regular Citizen Advisory Boards

- A. Regular Citizen Advisory Boards are established by this Ordinance and continue until the term of the board sunsets.
- B. The Regular Citizen Advisory Boards includes:

Boards/Committees

1. Budget Advisory Committee

- a. There shall be five (5) members of the Budget Advisory Committee.
- b. This committee reviews the annual audit and quarterly reports, as available, with the Finance Director. Additionally, council may direct the Committee through the Town Administrator to review special areas of interest.
- c. Members shall have experience in financial related occupation or similar skills.

1. Child Safety Board

- a. This board provides educational programming and opportunities to promote child safety in the community. The board's mission is to create an atmosphere of safety for children in the community, to serve as a child safety education and advocacy group, and to coordinate the development and promotion of a Child Safety Day for children.
- b. Members shall, whenever possible, have interest and expertise in law enforcement, elementary school instruction, child psychology, pediatric medicine, parenthood and grandparenthood.
- c. Meeting will be held once every two (2) months on odd numbered months.

1. Community Redevelopment Agency

- a. There shall be seven (7) members of the Community Redevelopment Agency: one exclusive appointment per Councilmember with two (2) open nominations.
- b. Members shall either reside or engage in business within the jurisdiction of the Town.
- c. This Agency was created to carry out the purposed of the Community Redevelopment Act of 1969 *F.S. chapter 163 Part III). Essentially and economic development program, the function of the Agency is to preserve and enhance the tax base, to alleviate conditions of slum and blight, to facilitate affordable housing and to stimulate private section participation within the redevelopment area.

1. Davie Agricultural Advisory Board

- a. There shall be five (5) members of the Davie Agricultural Advisory Board.
- b. This Board was created to counsel and advise the Town council with regard to any and all matters affecting the agricultural community or the agricultural lifestyle of the Town.
- c. Members, insofar as possible, shall have experience in agricultural matters, related occupations or other similar skills; one appointment per Councilmember, one year terms.

1. Davie Community Relations Advisory Board

- a. There shall be eleven members of the Davie Community Relations Advisory Board: Tow appointments per councilmember and the Town Council shall appoint one Councilmember; one year terms. Additionally, the Youth Advisory Committee may appoint a non-voting member.
- b. This board was created to provide advice to the Town council and to the Town Administrator on matters of community concern. Within the areas of the board's charge shall be issued including, but not limited to, issues related to race relations, police and community relations, fire, public works, town facilities, programs,

police and community relations, fire, public works, town facilities, programs, hiring and promotion practices, the youth and elderly. The Board shall serve as a board with administrative support provided by the Town Administrator and, whenever possible, it shall utilize the procedure of conflict resolution, mediation, and human relations training to promote and foster harmony among the Town of Davie's communities. The Board shall issue an annual report, with findings of fact and specific recommendations for corrective measures, when desirable. It may also issue periodic or interim reports.

1. Davie School Advisory Board

- a. This Board was created to counsel and advise the Town Council with regard to any and all matters effecting the educations of its residents.
- b. Insofar as possible, members are to have experience in educational matters.

1. Davie Water and Environmental Advisory Board

- a. This board provides advise to the Town Council and to the Town Administration on matters of water quality and service level on issues affecting the preservation and protection of the environment, the town's natural resources and its wildlife. Within the areas of the Board's charge shall be issues including, but not limited to, water conservation, water source and quality of supply, preservation of the quality of the environment and protection of wildlife. The areas of interest shall be broadly defined as they related to the source, supply, treatment and construction of potable water resources in the community and the preservation and protection of the Town's environment and wildlife.
- b. Insofar as possible, one member shall be a licensed engineer.
- c. Meetings will be held once every tow (2) months on even numbered months.

1. Joint Economic Development Steering Committee

- a. There are nine members of the Joint Economic Development Steering Committee. Appointments are made by the respective parties as follows: two Council members, one member of the Planning and Zoning Board, one member of the Community Redevelopment Agency, one member of the Davie/Cooper City Chamber of Commerce, one member of the Davie Economic Development Council, one member of the South Florida Education Center, one member of the Agrarian committee, and one member of the Davie Merchants and Industrial Association.
- b. This Committee identifies infrastructure needs, concurrency management mandates, and educational resources in relation to economic development and provided Council with economic development alternatives and suggests implementation strategies.

1. Open Space Advisory Committee

- a. This committee was originally established to provide input to the Town's consultant Planning Team for the preservation of green areas and for the planning process of an Open Space Program. As the Committee completed its assignment, Council reestablished the Committee to assist the Town in future open space planning.
- b. Meeting will be held once every two (2) months on odd numbered months.

1. Parks and Recreation Advisory Board

- a. This Board studies and makes recommendations concerning the development, operation and maintenance of all parks, playgrounds, and other recreational facilities of the Town.
- b. Members should have a concern with or an interest in the park facilities and recreational needs of the citizens of the Town.
- c. In addition to the regular two appointments made by each Council member, an

additional two will be made. These additional two members are to be residents comprised of students from grades five through twelve who have demonstrated interest in park facilities and leisure needs of the youth, participate in team sports programs and are average or above average academic performance at their schools.

1. Planning and Zoning Board/Local Planning Agency

- a. There shall be one exclusive appointment per Councilmember on the Planning and Zoning Board/Local Planning Agency.
- b. This Board considers and makes recommendations to council regarding proposed plats, rezonings, variances, special permits, and right-of-way vacations. The Board may conduct hearings on all planning and zoning matters.
- c. The Local Planning Agency is established in accordance with F.S. 163.3174, et seq., Local Government Comprehensive Planning Act of 1975. Appointments are the same as the Planning and Zoning Board members.

1. Senior Citizen Advisory Committee

- a. This committee makes recommendations to the Town Council and the Town Administrator for proposed activities, programs and opinions about issues that will address the lifestyle of elderly residents.
- b. Members shall be a minimum age of 60.

1. Site Plan Committee

- a. There shall be one exclusive appointment per Councilmember on the Site Plan Committee.
- b. This Committee reviews site plans and makes recommendations to council regarding architectural, aesthetic and landscaping characteristics.
- c. Members shall be residents and, whenever possible, to include an architect, landscape architect and an urban planner or designer. One year terms.

1. Unsafe Structures Board

- a. there are nine members of the Unsafe Structures Board made by open nominations by the Town Council
- b. Pursuant to provisions of the South Florida Building Code, this Board reviews cases prepared and presented by the Town's building Official concerning unsafe buildings. It also conducts public hearings to solicit public testimony regarding those cases. The Board may modify, rescind or affirm the decision of the Building Official.
- c. Members shall be legal residents of the Town or have their principal place of business within the Town's jurisdiction. Members shall include a registered engineer, registered architect, general building contractor, attorney at law, plumbing contractor, electrical contractor, real estate appraiser, real estate property manager and a citizen with experience and background in the field of social problems. Three year terms.

A. Reports: each board or committee shall submit a quarterly report by the 10th of January, April, July and October, for the prior three month period, to the town clerk's Office for distribution to the town council and Town Administrator. Such report shall detail what issues the board or committee is addressing, what the board's or committee's various positions are and if there are any board or committee recommendations. Additionally, each board or committee shall submit an annual report on the 10th of January which includes the accomplishments of the board or committee for the year. An oral presentation shall not be made unless requested by the Town Council.

- B. Meetings shall be held monthly unless otherwise noted in this Ordinance or determined by a vote of the board or committee members.
- C. No less than 40% of the total number of board or committee members shall be required to be present to hold a meeting.

III. Citizen Advisory Boards with Limited Term of Existence

- A. The Town Council may, by resolution, create one or more Citizen Advisory Boards with Limited Term of Existence.
- B. The Resolution creating any citizen Advisory Boards with Limited Term of Existence shall specify:
 - 1. The Specific task(s) of the Board.
 - 2. The duration of the term of the Board, which shall not exceed one year.
 - 3. The method of reporting required.
 - 4. Other matters, as requested by the Town Council.
 - 5. Any special operating rules or instructions
- A. Each Citizen Advisory Board with Limited Term of Existence and its membership shall be governed by the same rules as the Regular citizen Advisory Boards, except as set out in the Resolution creating the Citizen Advisory Boards with Limited Term of Existence.
- B. Each Citizen Advisory Board with limited Term of Existence in addition to the reporting requirements set forth in Section 2(c) shall provide a final report of its activities to the Davie Town council. The report will include any matters specified in the resolution creating the committee.
- C. The term of any Citizen Advisory Board with Limited Term of existence may, by Resolution of the town council, be extended for one additional period of up to one year.

I. Board Membership

- A. Number of Members: Except as otherwise provided, all citizen advisory boards shall consist of two members appointed by each Town Council member, so the total number of board members shall be twice the number of Town Council members.
- B. Qualifications: The person or group appointing each Board member shall determine the suitability of each person appointed to any Citizen Advisory Board, except that board members are required to be registers voters, property owners or business owners in the Town of Davie.
- C. The person or group appointing any board member may revoke the appointment and appoint a new board member at any time, without cause.
- D. A board or committee member who is absent for three consecutive board or committee meetings or is absent for 50% or more of the board's or committee's meetings in a calendar year is automatically dismissed from a board or committee. If the Councilmember who appointed that person to the board or committee feels that there were extenuating circumstances for the absences and that it is in the best interests of the Town that that person be reappointed, the Councilmember who appoints for that board or committee seat may reappoint that same person to the board of committee to fill out the remainder of the time period for the unexpired term of that board or committee member's seat.
- E. The Davie Town Council may remove a board member, after reasonable notice to the board member and the person or group appointing that board member. Removal may be for cause only, which may include disorderly conduct at Advisory Board meetings, illegal acts, or moral turpitude. No board member

Advisory Board meetings, illegal acts, or moral turpitude. No board member removed by the Town Council may be reappointed to the same board for a period of one year.

F. Term. The term for a seat on a board or committee shall be two (2) years. If a vacancy occurs on a board or committee, the Councilmember who has the right to make the selection to that particular board or committee seat shall be entitled to name the successor to fill out the remainder of the time period for the unexpired term of that board or committee member's seat. A Councilmember can reappoint a person to a board or committee seat at the end of that person's term on a board or committee.

G. Limitation on councilmember appointing the Same Person to More than One Board or Committee. A councilmember can only appoint a person to serve on one board or committee at a time. However, another Councilmember can appoint a person to serve on a board or committee even if that person is currently serving on another board or committee, provided that person's appointment to the other board or committee was by another Councilmember. For purposes of this limitation, the Planning and Zoning Board and the land Planning Agency are considered as one Board. Excluded from this limitation is the Charter Review Board, and a Councilmember may appoint a member serving on an advisory board of committee to the Charter Review Board without regard to this limitation.

I. Recording Meetings and Taking Minutes. The town council may direct the Town Administrator to designate an employee to record meetings and take minutes, such as s/he has designated from the Planning and Zoning Board, Local Planning Agency and Site Plan Committee. For all other boards and committees, the board or committee shall elect a secretary to record meetings and take minutes. The tapes and minutes shall be delivered to the Town Clerk's office within two (2) weeks of the board or committee meeting.

II. Sunset Provisions.

A. For existing boards and committees upon review of the annual report provided by each board and committee, the Town Council will determine if that board or committee shall be sunsetted or not. For new boards or committees, if any new board or committee is created for a specific purpose, the board or committee shall sunset when the purpose for its creation is achieved and there is no longer any desire for the board or committee by the Town Council.

B. The following regular citizen advisory boards shall have a perpetual existence, and shall not sunset.

1. Community Redevelopment Agency
2. Planning and Zoning Board/Local Planning Agency
3. Site Plan Committee
4. Unsafe Structures board

SECTION 4. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

SECTION 5. This Ordinance shall take effect immediately upon its passage and adoption.

PASSED ON FIRST READING THIS _____ DAY OF _____, 2002
PASSED ON SECOND READING THIS _____ DAY OF _____ 2002.

PASSED ON SECOND READING THIS ____DAY OF ____ 2002.

Mayor/Council Member

Town Clerk

APPROVED THIS ____DAY OF ____, 2002